

MILPERSMAN 1050-270

ADMINISTRATIVE ABSENCES

Responsible Office	CNO N13 (N131)	Phone:	DSN	225-2301
			COM	(703) 693-2301
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References	(a) DODD 1327.5 of 29 Nov 04 (b) SECNAV Policy Memorandum dated 20 Nov 00
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1. **Definition.** Per reference (a) administrative absence is a period of authorized absence not chargeable as leave, to attend or participate in activities of a semi-official nature, to benefit the Department of Defense (DOD).

2. **Policy**

a. Care must be taken that the absence contemplated falls clearly within the criteria provided. If it does not, the absence must be handled under normal leave or liberty procedures. The criteria are to be narrowly construed.

b. Administrative absence in excess of 30 consecutive days in a 12-month period must be authorized by Commander, Navy Personnel Command (NAVPERSCOM) (PERS-4).

3. **General Purposes for which Authorized.** Administrative absence may be authorized for the following general purposes:

a. Attendance at meetings sponsored by non-federal societies and organizations directly related to member and Navy.

b. Attendance at meetings related to DOD credit union programs.

c. Participation in and support of competitive amateur sports events.

d. Participation in professional sports events (without compensation) or amateur sports activities with potential regional and/or national recruiting or public affairs benefit to the Navy.

e. Attendance as a witness at criminal proceedings involving public interest.

f. Participation in other programs of the Navy enhancing member's value.

4. **Attendance at Meetings.** Attendance at meetings, sponsored by recognized non-federal

- a. technical,
- b. scientific,
- c. professional medical,
- d. professional legal, and
- e. professional ecclesiastical

societies and organizations, when the meetings bear direct relationship to the member's professional background, or primary military duties, and clearly enhance the member's value to the service.

5. **Attendance DOD Credit Union Meetings.** Attendance of a member of the board of directors of a DOD credit union at meetings of

- a. associations,
- b. leagues, or
- c. councils

formed by DOD credit unions, the purpose of which is directly related to the DOD credit union program.

6. **Participation in and Support of Sports.** Participation in competitive sports events, and essential support of participants in competitive sports events.

7. **Participation in Professional Sports (without Compensation) or Amateur Sports Activities with Potential Regional and/or National Recruiting or Public Affairs Benefit to the Navy.** Per reference (b), participation in professional sports (without

compensation) or amateur sports activities with potential regional and/or national recruiting or public affairs benefit to the Navy are special cases that are subject to a high degree of scrutiny. When there is the strong expectation that the activities will provide the Navy with significant favorable media exposure likely to enhance national recruiting or public affairs efforts, the requesting member shall submit a request for administrative absence to Chief of Naval Operations (CNO), via

- Commanding Officer (CO) (present duty station),
- Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-4),
- Chief of Naval Personnel (CHNAVPERS), and
- Vice Chief of Naval Operations.

Requesting members will be expected to use their talents in a manner that generates significant positive national media coverage within the United States. Members who believe they may benefit the Department of the Navy by using their unique talents in professional or amateur sports activities outside the Navy shall submit specific proposals describing how their talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and CNO will consider the current needs of the Navy, the quality of the member's professional performance to date, the strength of the member's public affairs or recruiting proposal, and the likelihood that the member's accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Each decision will be made on a case-by-case basis.

8. **Attendance as a Witness.** Attendance in response to a

- a. subpoena,
- b. summons, or
- c. request in lieu of process

as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

9. **Participation in Other Navy Programs.** Participation in other official or semi-official programs of the Navy, for which temporary additional duty (TAD) or temporary duty (TEM DU) is not appropriated, which will enhance the member's

- a. value to the Navy, or
- b. understanding of the Navy, and
- c. their relationship to it.

10. **Issuance of TAD Orders.** Policy pertaining to the issuance of TAD authorization orders, for administrative absences, is contained in MILPERSMAN 1320-314.

11. **Special Procedures for Requesting Administrative Absence for Participation in Professional Sports (without compensation) or Amateur Sports Activities with Potential Regional and/or National Recruiting or Public Affairs Benefit to the Navy**

a. Pursuant to the policies contained in paras. 3d and 7 of this article, a Navy member requesting administrative absence to participate in professional sports activities (without compensation) or amateur sports activities with potential recruiting or public affairs benefit to the Navy must request permission from CNO via the members's

- CO,
- COMNAVPERSCOM,
- CHNAVPERS, and
- Vice Chief of Naval Operations.

b. **Contents of Letter of Request.** The proper format for the letter of request to administrative absence to participate in sports activities with potential recruiting or public affairs benefit to the Navy is as follows:

Date

From: [Rank, Name, USN/USNR, SSN/Designator]

To: Chief of Naval Operations

Via: Commanding Officer, [present duty station]
Commander, Navy Personnel Command (PERS 4)
Chief of Naval Personnel
Vice Chief of Naval Operations

Subj: REQUEST FOR ADMINISTRATIVE ABSENCE TO PARTICIPATE IN
[activity with potential recruiting or public
affairs benefit to the Navy] WHILE SERVING ON ACTIVE
DUTY IN THE UNITED STATES NAVY

Ref: (a) MILPERSMAN 1050-270

Encl: (1) Reason for submission of request. [Specific
proposals describing how the requesting member's
talents will be used to benefit the Navy's
national public relations and recruiting
efforts]
(2) Copy of applicable contract [or similar binding
commitment that guarantees the requesting member
an opportunity to pursue an activity providing
potential positive public affairs or recruiting
benefit]

1. I hereby submit my request for administrative absence to participate in (professional or amateur) sports activities with potential recruiting or public affairs benefit to the Navy while on active duty. My active duty service obligation will expire in [month/year].

2. My reason(s) for requesting to administrative absence to participate in activities with potential recruiting or public affairs benefit to the Navy are provided in enclosures (1) and (2).

3. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and ultimately Chief of Naval Operations will consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my

accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis and that the United States Navy is under no legal or implied obligation to honor my request.

a. To serve in a capacity the Navy deems fit to utilize my service in order to support of Navy public affairs or recruiting.

b. Home of record (city and state recorded as home of record of the member when commissioned/enlisted, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

4. Place of entry (city and state where the member's appointment acceptance/enlistment and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended) is _____.

[Signature]

12. **CO's Endorsement**. The following outlines minimum mandatory inclusions required for a properly drafted Command Endorsement Letter:

(1) COs must forward requests for administrative absence to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days and must certify information provided in the officer's letter is correct.

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the Department of the Navy. The CO should also provide a recommended disposition of the request.